



Missouri Department of Elementary and Secondary Education

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February 16, 2009

TO: School Administrators
Personnel Officers

FROM: Rusty Rosenkoetter, Coordinator
Educator Certification

SUBJECT: Substitute Teacher Certification Changes – ACTION REQUESTED

The Department is currently working on a new process for the certification of substitute teachers that will streamline the process but may cause some confusion during the first year. In order to migrate to the new process, we need your assistance:

- Beginning this summer or late spring, the Department will be accepting certification requests directly from future applicants. Current substitute licenses, however, will be “rolled” into a database so they can continue working for districts. **Now, we request that you collect the paper transcripts of all the individuals who are currently substituting** in your district and mail them to the Certification section of the Department. We will begin scanning these documents into our data management system.
- **By late spring, we plan to provide a variety of workshops and webinars** to better prepare districts and individuals to complete and submit an educator profile and substitute application process – online!
- **By the end of May, we hope to have an online application process for prospective substitute teachers to apply directly to the Department.** The applicant will fill out an educator profile and application, send their transcripts to us, and obtain the fingerprint check from L1. When the transcripts are reviewed and the fingerprints cleared, the applicant will be issued an electronic certificate. The school district will be able to select the substitute from a list of approved substitute teachers.
- **At the end of each school year,** districts will report the substitutes that worked in their district and those individuals’ certificates will automatically be extended for another year. Individuals who do not work in a district during a school year (the one-year fingerprint validity window) will need to be re-fingerprinted in order to be employed in following years.

We will provide additional information in the coming weeks/months. In the meantime, please send the transcripts for all substitutes who are working or have worked in your district this year. We would like to **receive these documents by April 30, 2010.**

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